

United States Bankruptcy Court
Southern District of New York
POSITION VACANCY ANNOUNCEMENT- April 28, 2003

Position Title: **Assistant Deputy-in-Charge**

Location: 300 Quarropas Street, White Plains, NY 10601
 176 Church Street, Poughkeepsie, NY 12601
 (There are two positions to be filled, one in each office listed above.)

Salary Range: CL 28 (48,120 - 78,262) Depending on Qualifications

Duties and Responsibilities:

The Assistant Deputy-in-Charge reports directly to and supports the Deputy-in-Charge in each divisional office of the Clerk's office of the United States Bankruptcy Court for the Southern District of New York. The incumbent is responsible for providing assistance in the daily operations of the respective division. Other responsibilities include direct supervision of operations support staff which includes; receptionists, clerical assistant, temporary staff and student interns to ensure that work schedules are established and followed, work processes are equitably balanced among these groups and work is processed in a timely manner. Intake oversight, Review procedures with staff to insure thorough comprehension of court rules, policies, and guidelines for acceptance and rejection of pleadings and identify training needs relating to changes in court rules and policies.

Minimum Qualifications:

Completion of the requirements for a bachelor's degree from an accredited college or university with a concentration in such areas as the social sciences, business management and/or public administration. In addition, applicants must possess at least three years of progressively responsible experience in administrative, supervisory, professional, or technical work which provided an opportunity to acquire knowledge of managerial principles, policies and procedures.

A candidate must possess a minimum of 3 years of progressively responsible clerical or administrative experience demonstrating:

- ! The regular and recurring application of clerical procedures;
- ! The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ! Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts.

Candidates must also demonstrate:

- ! Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ! An ability to apply a body of rules, regulations and policies;
- ! Superior oral and written communications skills;
- ! Strong inter-personal skills; and
- ! A professional demeanor and appearance appropriate for a law or professional office environment.

HOW TO APPLY

This position will remain open until 05/16/03. Qualified candidates are invited to submit to the address below a cover letter and resume.

Kathleen Farrell, Clerk of Court

United States Bankruptcy Court
Southern District of New York
Department SBW
One Bowling Green
New York, NY 10004-1408

and a copy to

Marlene Guercy, Deputy-in Charge

United States Bankruptcy Court
Southern District of New York
300 Quarropas Street, 2nd Floor
White Plains, NY 10601

and/or

Mary Leary, Deputy-in-Charge

United States Bankruptcy Court
Southern District of New York
176 Church Street
Poughkeepsie, New York 12601

The United States Bankruptcy Court is an Equal Opportunity Employer

Applicants must be United States Citizens

Please note that final candidates will undergo a NCIC background check and will undergo a skills test

Position Is Subject To Mandatory Electronic Funds Transfer Of Net Pay

**United States Bankruptcy Court
Southern District of New York
Assistant Deputy-in-Charge
CL 28**

Introduction:

This position reports directly to and supports the Deputy-in-Charge in each divisional office of the Clerk's office of the United States Bankruptcy Court for the Southern District of New York. The incumbent will provide assistance in daily operations of the respective division.

Representative Duties:

Monitor staff and attendance including the reconciliation of biweekly time and attendance reports.

Coordinate, with staff and human resources, leave requests and any issues that arise.

Provide direct supervision to operations support staff which includes; receptionists, clerical assistant, temporary staff and student interns to ensure that work schedules are established and followed, work processes are equitably balanced among these groups and work is processed in a timely manner.

Acts as liaison with trustees and the U.S. Trustee's office to resolve case issues.

Intake oversight, Review procedures with staff to insure thorough comprehension of court rules, policies, and guidelines for acceptance and rejection of pleadings and identify training needs relating to changes in court rules and policies.

Coordinate daily cash out of intake counter staff and perform daily close out responsibilities as necessary, in the absence of the finance deputy or back-ups.

Along with the Deputy-in-Charge, attend weekly meetings with employees and consult with teams offering guidance to resolve potential issues. The supervisor will confer with the manager on strategies to address.

Assist employees with resolving interpersonal conflicts and make recommendations for training and development.

Coordinate orientation and training of new employee.

Communicate with staff regarding policies and procedures through various means.

Speak and act for the Deputy-in-Charge in those matters delegated by him/her and at times when the Deputy-in-Charge is unavailable.

Conduct daily/weekly review of electronic case filing reports and quality control reviews.

Assist Deputy-in-Charge with organizational planning and goal setting.

Conduct monthly statistical reviews with the D-I-C to identify trends and/or deviations.

Make recommendations to improve organization performance and effectiveness.

Evaluate staff training needs and develop a training needs and develop a training plan with assistance from human resources.

Provide automation support for the court.

Provide project management support.

Factor 1, Job Requirements:

Thorough knowledge of bankruptcy processes, including the policies of the Clerk's Office and the preferences of the judges. Expertise in analyzing complex problems, recognizing and recommending solutions. Comprehensive knowledge of each function in case administration and how these functions relate to the overall operation of the office. Good analytical ability is necessary to review work processes and develop or recommend methods to improve effectiveness. Expertise in the use of applicable automated systems and possess good knowledge of general computer systems. Excellent communication skills are required.

The incumbent works closely with the court employees as resource to develop and define boundaries relating to policy, procedure, technical standards, personnel relations, conflict management, problem solving and decision making. Through guidance, recommendations, and support, the incumbent brings experience in operations to the job with the purpose of infusing it at the team level to the maximum extent possible.

Factor 2, Scope and Effect of Work:

The incumbent will provide management support and leadership to the division. In this capacity, the incumbent's work affects the overall operations of the division. Procedural advice provided by the incumbent's can improve the quality and quantity of work, thereby affecting the work of the court, and all stakeholders. The work of the incumbent directly impacts the ability of the court to determine caseload/work measurement statistics, quality of customer service, automated technology and the ability to provide relevant and timely information to the manager and chief deputy.

Factor 3, Complexity:

The incumbent's work is very analytical in nature to resolve operational and interpersonal issues raised by management and the staff. Few written guidelines are available. Difficulty may be encountered in resolving complex issues if resources are not available. The incumbent must analyze large amounts of data in order to provide management and the staff with process improvement recommendations. The incumbent must be able to interpret new rules and regulations, disseminate this information to staff members in a manner which is thorough, yet understandable. These rules and regulations are often complex and difficult to understand. The position requires the ability to interpret, recommend and support automated systems with regards to the new technology available on the industry. The position requires originality, creativity, and great attention to detail.

Factor 4, Work Parameters:

The incumbent performs with considerable latitude when prioritizing work assignments and making recommendations to the staff and management. Procedural manuals are available for reference as questions arise. When no manuals are available, the incumbent may consult with the Deputy-in-Charge and/or make decisions based on personal knowledge or experience.

Factor 5, Personal Interactions:

Daily contact with management and staff to provide assistance, feedback, and disseminate information, is essential. Contact is also with the judges and the other stakeholders for information exchange and assistance.

Factor 6, Environmental Demands:

Work is usually performed in an office setting.